

**COUNTY PREVENTION AND TREATMENT PROGRAM
INSTRUCTIONS FOR PREPARATION
COUNTY WORKSHEETS
FY 2006-07**

NOTE: The Web Page for the FY 2006-07 Budget contains the file that includes the formulas for the various worksheets. Worksheets are created within the single file (County Worksheets). The worksheets are specific to the Overall Summary, Summary Pages by Modality, or specific to a Modality. The area to enter program and funding information is highlighted in “Yellow”. Do not enter information in the cells where a “0” or “#DIV/0!” is located. These areas will automatically be calculated.

Use these worksheets as a tool for completion of the pre-programmed diskette. They are not to be submitted to ADP as part of the Budget or Cost Report package.

Specific Modality Sheets – INSTRUCTIONS

GENERAL Use a separate column for each provider, each facility, and each service provided.

LINE INSTRUCTIONS:

- Enter the provider name.
- Enter the 6-digit provider code (assigned by ADP).
- Enter the 1 or 2 digit program code.
- Enter the 2-digit service code of the service provided
- Enter the applicable miscellaneous unit.
- Line 91: Enter the provider’s total actual cost.
- Line 91b: Enter the total number of main units of service as it pertains to program code and service type for each provider, each facility, and each service.
- Line 40 through 89a: Enter the actual costs funded for the specific funding for each line that is applicable.
- Line 90a, 90c, 90d-0405, 90e-0405, 90f-0405, 90d-0506, 90e-0506, and 90f-0506: Enter any unexpended State General Funds from prior fiscal years – expend in this cost report year.
- Line 97: Enter profit collected through participant fees not to exceed 10 percent of the total collected.
- Line 98: Enter the total amount of excess DUI profit accrued in cost report year and carried over to the next fiscal year. Excess DUI profit is defined as profit that exceeds 10 percent of revenue from total participant fees.

Overall Summary and Modality Summary (Pages 1 and 2)

These sheets are set up for automatic calculation from the various modality worksheets.

COLUMNS INSTRUCTIONS: These are automatically calculated.